

**Town of Bethel**

**Title:** Assistant Town Clerk

**Department:** Town Clerk's Office

**Position Goal:** Assists the Town Clerk in the recording and reporting of land records, vital statistics, and administration of elections; and assumes responsibility of the office in absence of Town Clerk.

**Primary Functions:**

Plans and organizes work according to established office procedures and State Statutes and the direction of the Town Clerk.

Receives, records, and indexes legal instruments such as property maps, deeds, etc. Mails back each document daily. Receives and records veterans' DD214 certificates.

Records vital statistics including birth, deaths, and marriages. Prepares monthly report to State Department of Health and surrounding towns.

Maintains land use records by ensuring use of the proper form and then proofing, scanning and entering into Resolution of the COTT system.

Arranges for the microfilming and indexing of Mylar maps approved by the Town Engineer.

Processes IRS liens and releases, records them and deposits IRS fee into departmental checking account. Balances that account and transfers funds out of it monthly.

Assists public and professionals in research activities where necessary.

licenses and permits including, but not limited to marriage, dog and sporting, landfill transfer, MetroNorth parking, burial, cremation and liquor.

Collects fees and maintains records of same.

Screens all departmental requests for record destruction to ensure compliance with regulations.

Prepares billing to the State Department of Revenue Services for charged land records and maintains the checkbook of charged liens and releases for the Federal Internal Revenue Service.

Sends monthly "OP236" conveyance tax forms to State of Connecticut Department of Revenue Services with collected conveyance tax checks.

Registers voters (in absence of registrars), issues voter registration cards and Certificates of Identification.

Assists in preparation of ballots and the tallying of election, referendum and primary votes and petitions.

Issues, receives, and accounts for absentee ballots for elections, referendums primaries.

Issues DBA/Trade names certificates. Issues certified copies of all legal documents and vital statistics.

Attends special town meetings in the absence of the Town Clerk and takes minutes.

Learns and maintains current knowledge of use and applications in Town website.

Records and files minutes and agendas of all meetings of Town Boards and Commissions and arranges for their posting on the new Town website.

Prepares daily and monthly Property Transfer Reports.

Provides Notary Public service to public.

**Additional Responsibilities:**

Administers oaths and maintains oath book with legal signatures for justice of the peace, elected and appointed officials.

Swears in new and renewing notary publics.

Ensures that Town records are retained and disposed of in accordance with the statutory requirements of the Office of the Public Administrator and State Archives of the Connecticut State Library.

Assumes duties of the Town Clerk in his/her absence.

**Excellent Customer Service Skills required**

Processes mail.

Maintains confidential file for adoptions.

Maintains Sexton's monthly report for burials and cremations in 3 Town cemeteries.

Does related work, as required.

**Supervision Received:** Works under the general supervision of the Town Clerk.

**Qualifications Profile:**

The skills and knowledge required would generally be acquired with a high school education and two years' general office experience.

Prior experience in and familiarity with Connecticut State Statutes, Public Acts and Town Ordinances preferred.

High attention to detail.

Knowledge of office practices and procedures. Ability to read and apply provisions of laws as they apply to the office of the Town Clerk.

Ability to deal effectively, courteously and tactfully with the public. Ability to maintain confidentiality.

Ability to perform record- and account-keeping duties.

Ability to use computer with knowledge of Excel and Word. **\*\*Proficient in Excel & Word.**

Ability to work independently and multi-task.

**PHYSICAL DEMANDS**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Work is performed in office settings with the duties of the job requiring close vision, sitting for extended periods, standing, walking, lifting and/or moving up to 40 pounds.

**License or Certificate:**

A Certified Connecticut Town Clerk, OR ability to obtain certification within applicable timeframe. Appointed Assistant Town Clerk, Section 7-19, and appointed Assistant Registrar of Vital Statistics, Section 7-38, Connecticut General Statutes.